

243006/91

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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City Council

**TITLE: POLICE CADET**

**DEFINITION**

Under close to general supervision, performs routine clerical and para-technical work associated with the various functions of the Police Department. This is a work training program for college students interested in a law enforcement career. Cadets may remain in the program until age 23 or until completion of their Bachelor's Degree with Departmental approval.

**DISTINGUISHING CHARACTERISTICS**

Employees in this class are participating in an on-the-job training program in which incumbents will learn to perform routine clerical and para-technical duties in accordance with established procedures. Assignments may be made within any division of the Police Department. Incumbents will progress through various assignments and specific coursework enabling them to choose among various law enforcement career options. Initially, employees will work under close supervision. As knowledge is acquired of procedures applicable to assigned work, incumbents will be expected to perform routine duties with greater independence.

**REPORTS TO:** Police or civilian personnel as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives close to general supervision from police or civilian personnel as assigned.

**EXAMPLES OF DUTIES**

- Typical duties may include, but are not limited to, the following:
- Assist police personnel (sworn and civilian) with non-enforcement duties.
- Assist in fingerprinting of persons, excluding suspects.
- Perform clerical duties as required, including sorting, coding, tabulating, filing and typing data and other materials.
- Assist police personnel in the presentation of public awareness programs.
- Operate a radio equipped vehicle and other communication equipment in the performance of duties as assigned.
- Assist in performing preliminary field and office investigations of police and traffic reports.
- Respond to general citizen inquiries and requests for services regarding police services and programs.
- Assist in the resolution of citizen complaints and problems.
- Assist in the enforcement of parking regulations.
- Transport forms and supplies between stations; perform messenger duties in the delivery of mail and legal documents to appropriate facilities.

## **QUALIFICATIONS**

### **Knowledge of:**

- Organization and functions of a Police Department.
- Community structure.
- Modern office practices, procedures and equipment.
- Modern police practices and methods (desirable).

### **Ability to:**

- Enroll in the minimum of college courses required related to a degree in Police Science or related field and maintain a "C" or better average.
- Learn simple records procedures.
- Understand and carry out oral and written directions.
- Learn and follow department rules, policies and procedures.
- Work safely and follow safety rules and regulations.
- Establish and maintain effective working relationships with others.
- Work varying shifts and assignments.
- Communicate effectively, orally and in writing.
- Deal tactfully and effectively with the public in person and over the phone.
- Obtain information through interview and observation.

### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: High School graduation or satisfactory equivalent and enrollment in a minimum of six semester units in an accredited college or university with major work in Police Science, Administration of Justice, or a related field.

### **MEDICAL CATEGORY:** Group 3

### **NECESSARY SPECIAL REQUIREMENT**

Possession of or ability to obtain a valid California driver's license.

### **CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Police Cadet

**TO:** Police Service Representative or Police Officer